



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: ORD 25-010

August 19, 2025

Introduced: 8/7/2025

Current Status: Agenda Ready

Version: 1

Matter Type: Ordinance

- a. Adopt an ordinance amending Sections 2.04.370, 2.04.380, 2.04.400 and 2.04.410 of the Monterey County Code to align the Board of Supervisors benefits, leaves and special pays with those provided to the Elected Officials in Executive Management Unit Y;
- b. Adopt a Resolution to:
 - i. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to amend Sections A.9.19 Longevity Pay, A.10.3 Expense Allowance; A.19.8 Vehicle Allowance for Elected Department Heads, Unit Y, A.23 Professional Organization Membership and Employee Job Enhancement, A.24.8 Floating Holiday, Section A.25.6 Vacation Pay Off, A.36 Elected Officials (Unit Y) In-lieu Service Credit, A.52 Units Y and ZX 401(a) Contribution, and add Section A 30.17 Annual Payoff upon Assuming Elective Office;
 - ii. Authorize the Auditor-Controller to amend the Fiscal Year 2025-26 Adopted Budget for the Board of Supervisors, Fund 001, Appropriation Unit BOA001, to increase appropriations by \$56,042, financed by a decrease in appropriations in General Fund Contingencies, Fund 001, Appropriation Unit CAO020 (4/5ths vote required);
 - iii. Direct the Human Resources Department and Auditor-Controller's Office to implement the changes in the Advantage Human Resources Management (HRM) system.

RECOMMENDATION:

It is recommended that the Board of Supervisors consider:

- a. Adopt an ordinance amending Sections 2.04.370, 2.04.380, 2.04.400 and 2.04.410 of the Monterey County Code to align the Board of Supervisors benefits, leaves and special pays with those provided to the Elected Officials in Executive Management Unit Y;
- b. Adopt a Resolution to:
 - i. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to amend Sections A.9.19 Longevity Pay, A.10.3 Expense Allowance; A.19.8 Vehicle Allowance for Elected Department Heads, Unit Y, A.23 Professional Organization Membership and Employee Job Enhancement, A.24.8 Floating Holiday, Section A.25.6 Vacation Pay Off, A.36 Elected Officials (Unit Y) In-lieu Service Credit, A.52 Units Y and ZX 401(a) Contribution, and add Section A 30.17 Annual Payoff upon Assuming Elective Office;
 - ii. Authorize the Auditor-Controller to amend the Fiscal Year 2025-26 Adopted Budget for the Board of Supervisors, Fund 001, Appropriation Unit BOA001, to increase appropriations by \$56,042, financed by a decrease in appropriations in General Fund Contingencies, Fund 001, Appropriation Unit CAO020 (4/5ths vote required);
 - iii. Direct the Human Resources Department and Auditor-Controller's Office to implement the changes in the Advantage Human Resources Management (HRM) system.

SUMMARY/DISCUSSION:

On August 5, 2025, the Board of Supervisors introduced and waived the first reading of the draft ordinance amending Sections 2.04.370, 2.04.380, 2.04.400 and 2.04.410 of the Monterey County Code and advanced the ordinance for consideration of adoption at the meeting on August 19, 2025, at 10:30 a.m.

On June 24, 1980, the Board of Supervisors adopted Ordinance No. 2632, codified at Chapter 2.04 of the Monterey County Code (“MCC”), to in part clarify the definition of “Compensation” to include health and welfare benefits provided to management elected officials and authorize the granting of such.

On October 14, 1980, the Board of Supervisors adopted Ordinance No. 2667 to amend Chapter 2.04 to set the method of compensation for travel and meal expenses of Board members. Chapter 2.04 currently provides members of the Board with an option to choose either the actual and necessary expenses for travel and meals incurred in the performance of their duties, or a flat sum of \$150 per month for travel and the actual and necessary expenses for meals incurred in the performance of their duties within the County and actual and necessary expenses for travel and meals incurred in the performance of their duties outside the County.

On August 21, 1984, the Board of Supervisors adopted Ordinance No. 3011 to again amend Chapter 2.04 relating to compensation of the Board of Supervisors. In relevant part, Section 2.04.380(B) includes the following language “In addition to the compensation specified in section 2.04.370 and in subsection A herein, each member of the board of supervisors shall receive the actual and necessary expenses incurred in the performance of his/her office and all benefits as provided to other elected officials in the county, which shall include the benefits of the management elective plan, the department head expense allowance, and the department head physical examination benefit which are provided elective department heads in Resolution No. 81-536, as amended.”

The intent of the above-described ordinances was for the Board to receive the same health and welfare benefits and special pays that are provided to the County Elected Officials in Executive Management Unit Y. However, a review of the benefits, leaves and special pays for the Board of Supervisors and Elected Officials in Executive Management Unit Y identified there are additional benefits, leaves and special pays that have been granted over the years to the Elected Officials in Executive Management Unit Y that were not also granted to the Board of Supervisors such as the Elected Official In-Lieu Service Credit, Unit Y Automobile Allowance, Professional Development Stipend and Longevity Pay.

The proposed ordinance is attached to this report as Attachment A. Additionally, a redlined version of the ordinance showing the proposed changes is attached as Attachment B.

In order to effectuate the changes to align the Board of Supervisors benefits, leaves and special pays with those provided to the Elected Officials in Executive Management Unit Y amendments to the Personnel Policies and Practices Resolution (“PPPR”) No. 98-394 are needed. The following sections of the PPPR are recommended to be amended:

A.9.19 Longevity Pay

- A.10.3 Expense Allowance
- A.19.8 Vehicle Allowance for Elected Department Heads, Unit Y
- A.23 Professional Organization Membership and Employee Job Enhancement
- A.24.8 Floating Holiday
- A.36 Elected Officials (Unit Y) In-lieu Service Credit
- A.52 Units Y and ZX 401(a) Contribution

On another note, it has been brought to the attention of the Human Resources Department (“HRD”) that when a permanent/regular employee assumes an elective office there are no provisions within the PPPR to allow for a payout of any accrued Vacation/Annual Leave. Elected officials are not required to use leave balances for absences therefore, the leave balance is held until the individual leaves office. HRD recommends amending PPPR Section A.25.6 Annual Leave/Vacation Pay Off and adding a Section A.30.17 Annual Leave Payout upon Assuming Elective Office to allow for a permanent/regular employee to elect at their choosing to receive a payout of all accrued annual leave upon assuming elective office in Units O or Y.

A redline version of the proposed changes is included as Attachment C.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office has reviewed and concurs with the recommendations. The County Counsel’s Office has reviewed the ordinance as to form.

FINANCING:

The annualized cost resulting from the recommendations is \$106,042. The FY 2025-26 Adopted Budget included \$50,000 to cover a portion of the increase. The department is seeking Contingencies to finance the remainder, \$56,042, in FY 2025-26. The department will address the increase in FY 2026-27 during the budget development process.

BOARD OF SUPERVISORS’ STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County’s commitment to meeting the Board’s initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of the County of Monterey.

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

Prepared by: Kim Moore, Assistant Director of Human Resources

Approved by: Andreas Pyper, Director of Human Resources

Attachments:

Attachment A: Draft ordinance amending Sections 2.04.370, 2.04.380, 2.04.400 and 2.04.410 of

the Monterey County Code (clean)
Attachment B: Draft ordinance amending Sections 2.04.370, 2.04.380, 2.04.400 and 2.04.410 of
the Monterey County Code (redline)
Attachment C: PPPR Amendments (redline)
Resolution